

How to Register as an Unaffiliated Attorney

This type of account should be created by attorneys that work as **sole practitioners, without the assistance of law office staff**.

When an attorney has law office staff that will be submitting filings as a proxy (on behalf of the attorney), do NOT follow this process. For those instances, a law firm (organization) account should be created because only a user designated as an Administrator can create accounts that have a role of Law Office Staff.

1. Access the website <https://efile.azcourts.gov>
2. Locate the **Register Now** section > Select the role **Attorney** from the drop-down menu > Select **Register**



Arizona Courts eFiling

Welcome to the Arizona Judicial Branch Statewide eFiling System

News & Information

Help ?

Login

* Required Field

* User Name:

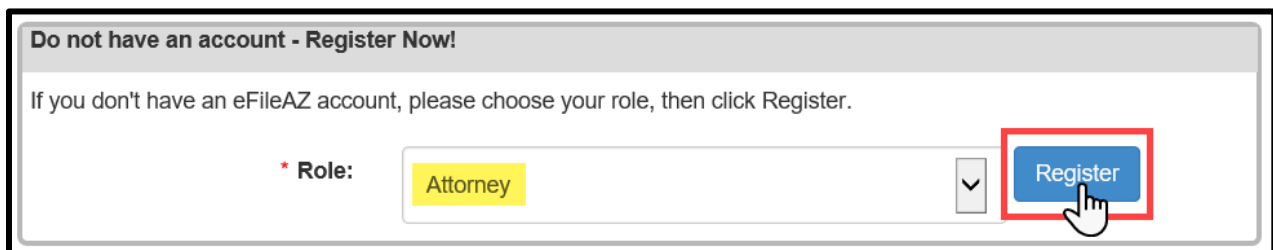
* Password:

Do not have an account - Register Now!

If you don't have an eFileAZ account, please choose your role, then click Register.

* Role:

This website is best viewed in Internet Explorer 11 and above, Mozilla Firefox, and Google Chrome.



Do not have an account - Register Now!

If you don't have an eFileAZ account, please choose your role, then click Register.

* Role:

3. The Account Registration page opens (1 screenshot below) > Complete the **Required fields**, which are marked with a red asterisk (*)
 - a. **Registration Type:** *Setup Person* is selected by default
 - b. **Role:** *Attorney* is selected by default
 - c. **ID State/Number:** *Arizona* is selected as the *state of licensure* by default > Enter the **bar license number**
 - d. **Password:** Must contain **6 to 16 characters**, and include at least **one number**
 - e. **Security Question/Answer:** Must be used to **activate** the user's account, and *may be used to access the user's account if the password is forgotten*
 - f. **Alternate Email:** Enter additional email addresses that should receive a **courtesy copy** of any efilng correspondence that is sent to the user
 - g. **Consent:** View the Terms of Use at: <https://efile.azcourts.gov/Arizona/Misc/TermsOfUse.aspx>
 - i. A link is always available in the **bottom left corner** of the eFileAZ webpages, *and the page will open in a new tab*
 - h. To complete the registration process, select the **Register button**

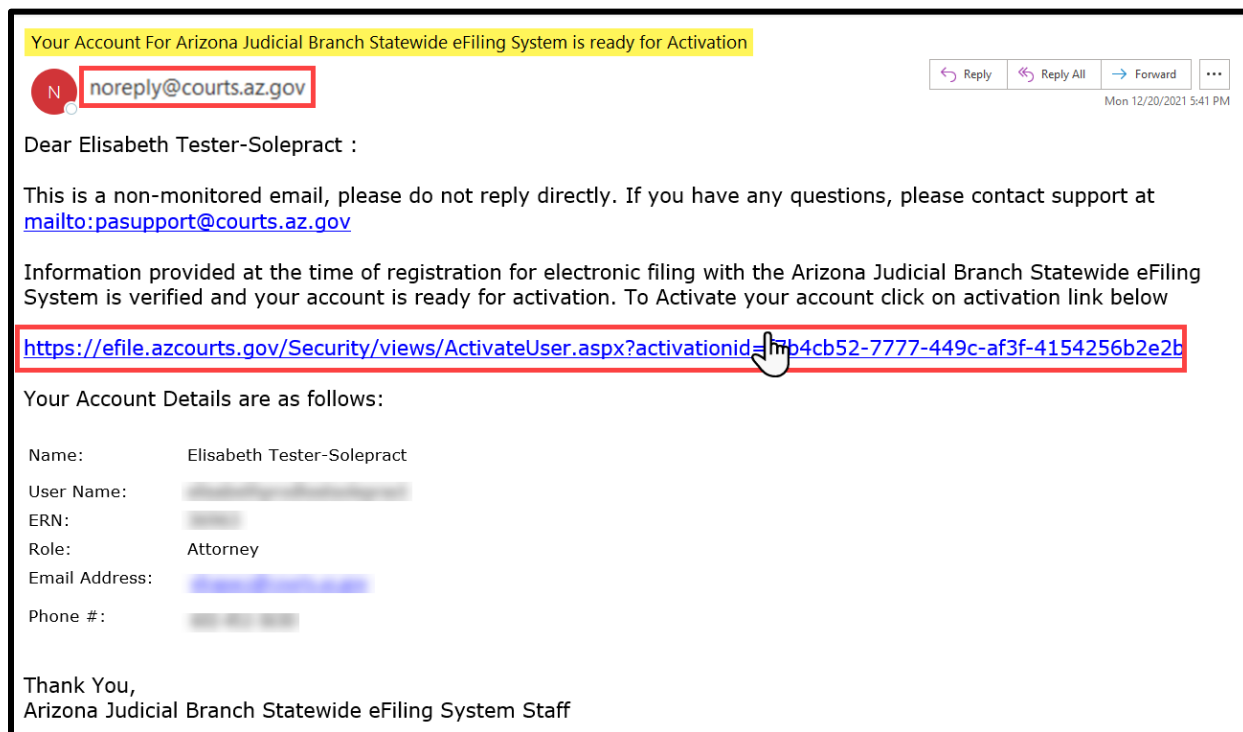
The screenshot shows the 'Account Registration' page. At the top, there are links for 'Help' and a question mark icon. The main form contains several sections:

- Registration Type:** Two radio buttons are present: 'Setup Person' (selected) and 'Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)'.
- Role:** A dropdown menu with 'Attorney' selected.
- ID State/Number:** A dropdown menu with 'Arizona' selected. A red box highlights this field with the text 'You must provide Arizona Bar Number' and a red arrow pointing to the adjacent text input field for the bar number.
- User Name:** A text input field.
- Password:** A text input field.
- Re-type Password:** A text input field.
- Security Question:** A dropdown menu with 'Select Security Question' and a red asterisk.
- Security Answer:** A text input field.
- Name:** Four text input fields for 'First', 'Middle', 'Last', and 'Suffix'.
- Primary Email:** A text input field.
- Alternate Email1/Email2:** Two text input fields.
- Address 1/2:** Two text input fields.
- Country/City:** A dropdown menu for 'UNITED STATES' and a text input field for 'City'.
- State/Zip Code:** A dropdown menu for 'Select State' and a text input field for 'Zip Code'.
- Phone # (Format ###-###-####):** A text input field for the phone number and a text input field for the 'Extension'.

At the bottom of the form, there is a **CONSENT** section with a red box around the text: 'By clicking the "Register" button, I understand and agree to the Terms & Conditions governing the use of the Arizona Courts eFiling System. Additionally, by electronically filing through the Arizona Courts eFiling System, I understand and agree to electronic service of court documents submitted on my cases via email at the address(es) I have provided.' Below this text is a blue 'Register' button with a hand cursor icon. A red arrow points from the 'Terms Of Use' link in the footer to the consent text.

The footer contains links for 'Terms Of Use', 'Privacy Statement', 'Accessibility', and 'Request Support'. The version number 'Version: 5.5.0.71 © 2015 Granicus' is displayed on the right.

4. The user's primary and alternate email addresses will receive an activation link from noreply@courts.az.gov
 > To activate the account, select the **hyperlink** in the body of the email



- a. The account activation page will open, and the security question selected during registration will be pre-selected > Enter the **Security Answer** > Select the **Activate** button

The screenshot shows the "Account Activation" page. It has a title "Account Activation" in blue. Below the title, there is a form with two main sections. The first section is labeled "* Security Question:" and has a dropdown menu with "Favorite Pet" selected. The second section is labeled "* Security Answer:" and has a text input field with "Security Answer" entered. A red box highlights the "Security Answer" field. Below the input fields is a blue button labeled "Activate". A hand cursor is pointing at the "Activate" button.

- b. The user's account is now ready for use